

**UISA  
REGISTRATION  
MANUAL  
2007-2008**

**Rules, Regulations and Policy  
for Registration**

Revised: August, 2007

**Registration and Team Formation:** The following rules, regulations, and policies apply to the registration of players and team officials, and to the formation of teams within the District.

**Interfaces:** The main responsibility for the registration Program rests with the Club Registrars. The chain of communication and data submittal is from the Club Registrar to the UISA Registrar to the BCSA Registrar.

**UISA Registration Committee:** The Registration Committee is a standing committee of the Board of Directors and is chaired by the UISA Registrar or a designated UISA Director. Club Registrars form the membership of the committee. The committee may meet each season in order to monitor the registration program and to review the registration procedures, rules, regulations and policies and to make recommendations for changes.

**Proprietary Rights:** All registration data provided by member clubs concerning players and/or teams within a club is considered proprietary. The information may only be used for the purposes of confirming compliance with the various rules and regulations of the UISA and the BCSA. The release of data for any purpose other than what is approved in this section must first be approved by the Board of Directors of the Club concerned.

**District Zoning and Club Boundaries:** Club Boundaries for the terms of in District Play are geographic and are intended to be the same as they were prior to the formation of the Upper Island Soccer Association. The Central Vancouver Island Metro Club's boundaries are over the entire District for purposes of Metro or Select League play only (intended to be "A" level league play), for age groups U14 through U18.

1. Clubs registering players must comply with the rules of zoning. Zoning means that each club has a vested interest in the players who reside within their territorial boundaries. Both clubs (home and receiving) must approve the transfer of a player, to play outside of their home territorial boundary.
2. Players who play outside their home club territorial boundaries are considered transfers unless they have been declared otherwise by the Board. Transfers are generally discouraged by the UISA.
3. **Poaching:** Any team, which, through its responsible officers or representatives (e.g. parents, scouts) attempts to induce a registered player of a team under the jurisdiction of the UISA to:
  - a. leave his or her team before the completion of the team's league, cup or provincial cup commitments, or
  - b. leave his or her home club to join another club as a transfer player,shall be deemed to have committed an offence and shall be dealt with by the Board.

**Policies Applied to Zoning Bylaws** (Refer to Boundaries section at the end of this Manual).

1. **Transfer Notice:** When a player registers to play at a club other than their home club, they must complete a "Notice of Transfer" (BCSA) form unless they have received an exemption from the Board. There is a \$10.00 annual fee for processing and filing in-district transfer forms. This form continues to apply after the October 15 registration deadline when BCSA approval also is needed for the transfer of players between teams.
2. **Grandparented Player Status:** In order to qualify for "grandparent" status, a player must make application on the approved form. Application for this status must be completed and processed before the player plays in any league or cup games. Once the status has been approved, there is no need to reapply until there is either further change in address or a break in continuous playing time (e.g. parents on temporary transfer out of the District).

3. **Coaching Exemption:** The Board must be satisfied the Coach is the bona fide “head coach” of the team. A signed application for exemption must be received before beginning the season and the application must be submitted in each playing season.
4. **General Exemption:** The Board will not consider either distance, travelling time, school affiliation, friendship or kinship as sufficient reason, in and of itself, to justify granting an exemption from transfer status.
5. **Home-stay Exemption:** The Board may grant an exemption to a home stay or visiting student (who might otherwise be a transfer) to allow them to play in the club in which their home stay parent is a member. A written application for exemption must be submitted to the UISA.

**Player Age Divisions:** Age limitations applied during a playing season:

U-18 player has not reached 18<sup>th</sup> birthday on or before December 31 of the current year

U-17 player has not reached 17<sup>th</sup> birthday on or before December 31 of the current year

U-16 player has not reached 16<sup>th</sup> birthday on or before December 31 of the current year

U-15 player has not reached 15<sup>th</sup> birthday on or before December 31 of the current year

U-14 player has not reached 14<sup>th</sup> birthday on or before December 31 of the current year

U-13 player has not reached 13<sup>th</sup> birthday on or before December 31 of the current year

U-12 player has not reached 12<sup>th</sup> birthday on or before December 31 of the current year

U-11 player has not reached 11<sup>th</sup> birthday on or before December 31 of the current year

U-10 player has not reached 10<sup>th</sup> birthday on or before December 31 of the current year

U-09 player has not reached 9<sup>th</sup> birthday on or before December 31 of the current year

U-08 player has not reached 8<sup>th</sup> birthday on or before December 31 of the current year

U-07 player has not reached 7<sup>th</sup> birthday on or before December 31 of the current year

**Registration of Players:**

1. **Registration of Players:** All teams that are formed using players from the Upper Island Youth District that intend to play in exhibition, league, cup or tournament matches must comply with the rules, regulations and policies as established and approved by this Board or the Board of BCSCA. This includes all teams formed for “in-season” or our “out-of-season” play (eg. Spring League play).

All players must be properly registered before they may participate in any tryout, exhibition, league, cup, or tournament play.

Players and teams from this jurisdiction, or players and teams from any other jurisdiction wishing to play in this jurisdiction, must be properly affiliated. This includes participation in any Provincial, National or International program or event.

2. **Residential Qualification:** The residency of the player is determined by the residence of the parent. For the purposes of these regulations the parent of the player is:
  - a. either parent where both parents have a common residence or if there is only one surviving parent, such surviving parent, and,
  - b. in the event that the parents are living apart, the parent who has custody of the player, or if both parents have custody, the parent with whom the player habitually resides or if the player does not habitually reside with either parent, then either parent, and
  - c. in the event both parents are deceased, the person who is the loco parentis to the player.

3. **Females on Male Teams:** Females are permitted to compete for and play on otherwise all-male teams. A team on which at least one male is registered shall be designated a “boys” team and all players on the team shall be subject to these rules, regulations and policies.
4. **Girls vs Boys Teams:** Boys and girls teams shall not be placed in competition between one another in league, cup or tournament play, unless approved by the District Board of Directors. This rule does not prohibit practice matches between girls and boys teams.
5. **Coach Responsibility:** The Coach of a team is the responsible authority to ensure all players on his or her team are properly registered and are qualified to play with the team. Failure to exercise due diligence in this regard may result in disciplinary action and loss of game points.
6. **Competitions Outside Canada:** No player registered with the BCSA shall be entitled, during the period of such registration, to compete in any competition for any club outside Canada without first obtaining permission from the BCSA. Any violation of this rule will result in the immediate cancellation of registration and render the player ineligible to compete again in Canada during the current playing season.
7. **Registration Expiration:** Player registrations expire each year after the player has completed his or her last game in league, cup or tournament play or July 31<sup>st</sup> of each season.
8. **Insurance Coverage:** After a player’s registration has lapsed, as noted above, only those who have registered for a new season will be covered by the BCSA insurance policy. This includes all games played during out-of-season play (spring and summer) and shall include all tryouts, practice games or tournaments played by “new season” teams or players.
9. **Late Registrations:** Players registering after the team registration forms have been filed with the district registrar shall be processed using the UISA “Late Registration Form”. No fee is to be attached to the form.
10. **Deletion of Players:** Players who have quit should be deleted from team lists. This is important when registering new players to ensure the team does not exceed the 18 player maximum.
11. **Registration Deadlines:** If players are registering after the season has begun and after the deadline imposed for the filing of team registration forms with the District Registrar, the registration must first be submitted to the District Registrar. New players may register up to one day before the last league game of the season of the team on which they wish to play. The following deadlines apply:
  - a. One (1) day before participation in a league game, or
  - b. Seven (7) days before participation in a cup game and,
  - c. In order to be eligible for cup play, a player must have participated in one “regular season” league game.

### **Transfer of Players**

1. **Transfer Deadlines:** The following rules shall apply to all transfers:
  - a. After the deadline for submitting team registration forms and prior to and including October 15 of each playing season, players must receive permission from the District Registrar in order to transfer from one team to another.
  - b. After October 15 of each playing season, players may only move from one team to another (including “in-club”) by means of a BCSA Transfer. The appropriate fee, payable to the BCSA, must be attached to the transfer form.

- c. The last day for a transfer is January 15 of each playing season. Transfer forms, along with the cheque, must be in the hands of UISA registrar in time to meet the 11:59 p.m. deadline for the notification of the BCSA Registrar. Notice of the transfer should be given to the registrar in order to ensure ability to meet the deadline.
- 2. Youth to Senior Single Game Permits**
- a. A registered youth player shall be allowed to play up any number of times with a senior team in any one season providing the player has the consent of the affiliated youth team, district, and the approval of the Senior League. This is done on the appropriate form that must be submitted to the District office at least 48 hours prior to the game for which the permit is to be issued. Discipline rules are reciprocal.
- 3. Senior to Youth Transfers and Reinstatements**
- a. To “transfer” to a senior team a youth player must make application on the appropriate form and must do so prior to January 15 of each season.
  - b. To “reinstate” from a senior team to a youth team, a youth player must make application on the appropriate form. Reinstatements must take place prior to January 15 of the playing season. There is a seven-day waiting period from the date the forms are filed with the District Association Registrar.

### **Team Registration**

- 1. **Maximum Team Size:** No team shall be permitted to register more than eighteen (18) players at any given time. If players are dropped from a team the District registrar must be advised immediately.
- 2. **Minimum Team Size:**
  - a. A “Team” in U12 through U18 shall be recognized when a minimum of eleven (11) players is registered under one team name.
  - b. A “Mini Team” shall be recognized when a minimum of six (6) players is registered under one team name.
- 3. **Team Registration Forms:** Team registration forms may first be submitted to the District Registrar in Hard Copy form. The hard copy must be followed by the submission of an electronic copy that is due immediately following the deadlines for the hard copy lists.
 

Commencing in the 2003-2004 season, Club Registrars shall, to every extent possible, use the ACCESS DATA BASE system developed by the BCSA REGISTRAR.
- 4. **Player Information:** The following information must be supplied to the District Registrar when filing team lists.
  - a. **Name:** Last Name, First Name and (Initial - optional)
  - b. **Age:** Date of Birth (DD/MM/YY) as requested by the Provincial Registrar.
  - c. **Proof of Age:** District Registrars are the responsible authority to ensure proof of player age has been obtained by the time the player reaches U11. Any player joining for the first time at U11 or thereafter must provide proof of age before the registration will be accepted. Proof of age may be taken in the form of a birth certificate, baptismal certificate, citizenship papers, passport, or other evidence acceptable to the District Registrar. *Affidavits may only be considered with multiple pieces of corroborating documentation acceptable to the District Registrar.* A Club or District Registrar may at any time require a player to provide proof of age.
  - d. **Address:** Address must be complete with Street Address, City and Postal Code - a Post Office Box may not be used as an address, unless the actual address is supplied with the list. (See “Residential Qualification” Rule 703(2)).

- e. Phone Number
  - f. **Players ID** For preparation of the ID number refer to Rule 705(7) following.
5. **Coaches and Managers Information:** Every coach, assistant coach and manager on a team must be registered with the team.
- a. A maximum of four team officials may be registered with a single team. One team official must be registered as the “Head Coach”.
  - b. Each team must have at least one team official who is of the same sex as players on the team. For example, if a team has one female player on the team, then at least one team official must be female.
  - c. Details for team officials are the same as for players minus the need for age and Birth Certificate number. The District Registrar will issue team official ID numbers.
6. **Team Information**
- a. Club Name
  - b. Division Number (e.g. U06, U12, U18, etc.)
  - c. Tier (Copper, Bronze, Silver, Gold, Select)—if appropriate
  - d. Name of Team (Raptors, Eagles, Wolverines, etc.)
  - e. If entering Provincial Cup, list either “A” or “B”.
7. **Player Tracking (ID) Number:**
- a. **Players:** Every player shall be assigned a player tracking number based upon the BCSA number issued to the players’ District. This number shall be comprised of the year the card is issued (2005), District number (59), the club number (CC), and the player number (xxxx) in the form YYYY/59-CC/xxxx. **Note:** See **appendix #1** for the array of club numbers that have been assigned by the District Registrar:  
  
It does not matter with which club the player plays, the number shall reflect his or her home club. Select League players will use their “home club” number. Grandparented players shall use their “home club” number.
  - b. **Coaches:** Coaches shall have a number assigned by the District Registrar as per **Appendix #1**.
8. **U11 and Mini Team Registration Forms:** The same information as on the U12-U18 forms minus the Tier and Cup entry. Player Tracking (ID) numbers will be assigned by the club registrar in the usual form.

**Team Registration Deadlines:** The deadlines for the each season shall be as follow:

- 1. U14 - U18 Metro- September 15<sup>th</sup> of the new season
- 2. U12 - U18 UI League- September 20<sup>th</sup>
- 3. Mini – U-18 House Teams - September 30<sup>th</sup>

Note: Team officials may not arbitrarily move players from one team to another, or “tryout” new players, without the explicit approval of their club registrar.

**Identification (ID) Cards:**

1. By agreement of District Clubs, all players and officials that participate in league or cup play within the District need not possess or produce an ID card except for the following players and team officials:
  - a. Select/Upper Island League teams in Regular Season or Cup Play;
  - b. Provincial “A” or “B” teams in Cup play against any team from outside the Upper Island District;
  - c. Teams participating in the Island Invitational Cup matches;
  - d. At tournaments or other competitions where ID cards are deemed mandatory by the sponsoring agency, and;
  - e. At any other time required by the District Registrar.
2. Preparation of ID Cards: Club registrars shall be responsible for the preparation of ID cards for those club players and officials who require them. Blank cards and stickers will be supplied by the district registrar/admin.

**Club Boundaries - Definitions to be completed by each club**

**Mid Isle Soccer Association:** Bounded by the Chemainus River in the south and the Nanaimo River on the north.

**Gabriola Soccer Club:** Encompassing all of Gabriola Island

**Nanaimo Soccer Club:** Bounded by the Nanaimo River in the south and by the Nanaimo School District boundary north of Lantzville in the North.

**Oceanside Youth Soccer Society:** Bounded on the south by the Boundary between Lantzville and Nanoose (School District 69) and in the North by Cook Creek.

**Port Alberni:** Bounded on the east by the division splitting the Alberni and Parkville Qualicum school Districts

**Comox Valley United Soccer Club:** Bounded on the north by the Oyster River and the South by Cook Creek.

**Powell River:** Bounded on the south by the waterfront, on the east by a continuous line of mountains.

**Campbell River Soccer Association:** Bounded by a continuous line starting at the Oyster River in the South through to Sayward in the north, including adjacent islands, which access Vancouver island through Campbell River.

**Central Vancouver Island Metro Soccer Club:** Encompassing the entire District for the age groups U14 to U18, for the purpose of formation of “A cup” teams participating in properly registered “A” leagues.

When a road forms part of a boundary, the exact boundary shall be deemed to be down the centre of the road.

## Appendix #1: Player ID Cards

(revised Aug. '07)

### 4. Player Tracking (ID) Number: (from UISA Registration Manual)

- a. **Players:** Every player shall be assigned a player tracking number based upon the BCSA number issued to the players' District. This number shall be comprised of the year the card is issued (2006), District number (59), Club number (CC) and the player number (XXXX) in the form YYYY/59-CC/XXXX. **Note:** See **appendix #1/below** for the array of club numbers (CC) that have been assigned by the District Registrar:

It does not matter with which club the player plays, the number shall reflect his or her home club. Select League players will use their "home club" number. Grandparented players shall use their "home club" number

- b. **Coaches ID:** as per number sets below

#### Numbers assigned to each club for players/coaches:

Club #		Player #'s	Coaches' #'s
01	Nanaimo	1201 to 1650	S171 - S200
02	Upper VI	0001 to 0200	S001 - S020
03	Comox	1712 to 2000	S111 - S150
04	Oceanside	0201 to 0500	S021 - S080
05	Alberni	1651 to 1711	S151 - S170
06	Gabriola	2001 to 2100	S281 - S299
07	Mid Isle	1001 to 1200	S081 - S110
08	Campbell R.	0501 to 1000	S201 - S240
09	Powell R.	2101 to 2300	S241 - S280

**NOTE:** *You only create new ID numbers for players and coaches who have never been assigned one. All others use existing numbers.*

#### Examples:

**New Player ID:** 2006    59 (district)    01 (club)    0001 (new player #)=2006/59-01/0001

**New Coach ID:** 2006    59    09    S001 (new coach #)=2006/59-09/S241

**\*All cards need current year sticker**

**Note:** By agreement, player/coach ID cards are needed for play in the Upper Island League by October 15<sup>th</sup> of the current season. ***Club registrars shall be responsible for the preparation of ID cards*** for those club players and officials who require them. Blank cards and stickers can be obtained from the District Registrar or Administrator. *Club registrars can sign on behalf of the District registrar.*

**Other:** **Team identification** on registration forms consists of:

District number    age group    club number    team number in age group

Eg: 59                      06              05              01    eg: (Alberni U-6 team & first registered.)